

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
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SCHOOL FINANCE MEMORANDUM 04-024

TO: School District Superintendents, Principals, and Head Teachers

FROM: Maggie Singler

DATE: January 14, 2004

SUBJECT: January 15, 2004 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The January 15, 2004 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If you need help finding or viewing these reports please contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

Advances Based on 40th Day Growth and December 1, 2003 Special Education Census were included in the January 15, 2004 APOR calculations for eligible districts that submitted a signed growth request form. If your district submitted a form but did not receive growth, it may be due to missing or late submitted ADM counts. Instructions and forms to request an Advance Based on Growth are available on ADE's web site at <http://www.ade.az.gov/schoolfinance/Forms/GrowthForms/Default.asp>.

Please review the ADMS46-1 and other related ADM reports to determine if all submitted data files processed successfully. If you need additional assistance regarding ADM file submissions/processing, please contact one of the following - a Regional Training Center <http://www.ade.az.gov/rtc/>, Katherine van Mourik at (602) 542-8797 or email at kvanmou@ade.az.gov, Steve Murosky at (602) 542-8239 or email at smurosk@ade.az.gov or, email the School Finance Inbox at schoolfinance@ade.az.gov.

Items such as the increase to the BSL for audit expenditures, eligibility for Rapid Decline, Type 03 Tuition and Soft Capital Allocation increase for High School Count Transported by District of Residence will be updated for the February apportionment calculation. These items are dependent on the submission of all applicable budget files. Please check the submitted file status on your home page <http://www.ade.az.gov/budget>. Be sure your district has submitted the district-wide budget, the school-by-school budget and the worksheets when submitting budgets. (Submit all budget files at <https://www.ade.az.gov/commonlogon>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a RTC at <http://www.ade.az.gov/rtc>.

If you have any questions regarding the content of your reports please contact me at (602) 542-8244 or by e-mail at msingle@ade.az.gov.

cc: County School Superintendents

January 15, 2004